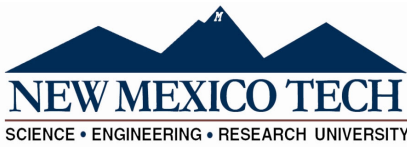


Posted: May 14, 2024



POSITION ANNOUNCEMENT

TITLE: LABORATORY ASSOCIATE DEPT: BIOLOGY

REG TEMP FULL TIME PART TIME

STARTING RATE or SALARY RANGE \$46,000-\$50,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Coordinate teaching laboratory activities and maintain laboratory equipment and supplies.

JOBS FUNCTIONS:

- Prepare and verify lab teaching materials (reagents, equipment, and supplies). 30%
- Coordinate teaching laboratories between students & faculty. 5%
- Order teaching materials and supplies from scientific supply companies. 15%
- Inventory, organize, clean and maintain teaching laboratories. 10%
- Oversee common Biology department instrumentation (autoclave, water purified, hoods, centrifuges, etc.). 15%
- Set up weekly laboratory exercises. 10%
- Oversee the safety of teaching laboratories. 5%
- Evaluate, update, revise and print teaching lab exercises. 10%

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Biology or related field. Use of computers. Use of autoclaves, pH meters, spectrophotometers, pipettors. Basic laboratory safety and handling of hazardous materials. Basic knowledge of microbiology, biochemistry, physiology, ecology and molecular biology. Basic chemistry skills/preparation of solutions at particular concentrations. Basic biology laboratory skills, including cultivation of microbes and other model organisms.

DESIRED QUALIFICATIONS:

Master's Degree in Biology or related field.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 50%	Sitting 25%	Walking 50%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu